

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

AQUATIC BIOLOGY SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for an aquatic biology program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Aquatic Biology Specialist-2

Aquatic Biology Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title – Aquatic Biology Specialist-3

Aquatic Biology Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

First-level specialists are classified at the advanced level of the Aquatic Biologist job.

JOB CONCEPTS

Specialist jobs are evaluated by the Appointing Authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominant and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and development of procedures.

Participates in budget development.

Represents the official at meetings.

Specialist:

Serves as technical consultant and liaison with industry and governmental agencies.

Recommends and formulates procedures, policies, and guidelines for assigned program.

Formulates procedures, policies, and guidelines for assigned aquatic programs.

Develops aquatic biology management program goals and plans for implementation.

Serves as an expert witness for aquatic biology programs or other areas of expertise.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

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Makes recommendations in areas of expertise for the program.

Plans and coordinates the training of staff in aquatic biology activities.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods and planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of aquatic organisms which are used as pollution indicators.

Knowledge of the collection and care of aquatic biological specimens.

Knowledge of fish and plant life including the kinds, distribution, and importance of various species and their habitats and requirements.

Knowledge of the procedures and practices followed in the identification and classification of aquatic plants, fish, and invertebrates as pollution indicators.

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Knowledge of the types and nature of fish disease and parasites.

Knowledge of water quality investigation and control.

Knowledge of the operation and maintenance of scientific equipment used in research in aquatic biology.

Knowledge of the application of statistical methods to research data in aquatic biology.

Knowledge of common sources of literature and current developments in the field of water pollution biology.

Ability to apply knowledge of the activities and techniques of aquatic biology.

Ability to conduct an activity in aquatic biology.

Ability to collect and identify aquatic biota.

Ability to conduct technical and/or scientific studies and prepare related reports and articles.

Ability to compile technical, scientific data.

Ability to interpret tests and surveys, analyze results, and follow through with appropriate course of action.

Ability to operate scientific equipment used in conducting investigations and analyses.

Ability to serve as a technical advisor to others on work related topics.

Ability to conduct liaison activities with others on matters related to aquatic biology.

Ability to provide expert testimony at hearings.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to effectively communicate with others both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require travel.

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Physical Requirements

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require lifting heavy equipment.

Education

Possession of a bachelor's degree with a major in the natural or physical sciences with at least 24 semester (36 term) credits in the areas of aquatic biology, limnology, or water science.

Experience

Aquatic Biology Specialist 13

Four years of professional experience in assessing the effects of pollution or aquatic life equivalent to an Aquatic Biologist, including two years equivalent to an Aquatic Biologist P11 or one year equivalent to an Aquatic Biologist 12.

Aquatic Biology Specialist 14

Five years of professional experience in assessing the effects of pollution or aquatic life equivalent to an Aquatic Biologist, including three years equivalent to an Aquatic Biologist P11, two years equivalent to an Aquatic Biologist 12, or one year equivalent to an Aquatic Biology Specialist 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

AQUASPL

Job Code Description

Aquatic Biology Specialist

Position Title

Aquatic Biology Specialist-2

Aquatic Biology Specialist-3

Position Code

AQUSPL2

AQUSPL3

Pay Schedule

H21-014

H21-017